

**SUPPORT SERVICES COMMITTEE**  
**BOARD OF ELECTIONS AGENDA**  
**DECEMBER 2, 2015**

*Committee Members: Supervisors Vanselow, McDevitt, Taylor, Frasier, Wood, Brock and Seeber*

- I. Committee meeting called to order by Chairman
- II. Motion to approve the minutes of the prior meeting
- III. Action Agenda/New Business Items: Board of Elections
  - A. Request permission for Commissioners and Deputy Commissioners to attend an ECA/SBOE Conference and stay in Albany @ less than ogs rate
  - B. Discussion of 2016 Board of Elections Budget changes
- IV. Referrals/Pending Items:  
None.
- V. Discussion Items:  
None.
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to adjourn

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Attachments:

SCHEDULE "A"  
**AUTHORIZATION TO ATTEND MEETING OR CONVENTION**

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Support Services hereby authorizes BOE  
(Supervisory Committee) (Employee Name)

to attend Election Commissioners' Association of New York  
(Name of meeting or organization)

at Hilton Albany 40 Lodge St Albany, NY 12207  
(Address)

on Jan 11-14 2016. Mode of transportation to be used County Vehicle  
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.  
(Please check documents attached)

- Notice of meeting or convention including cost.

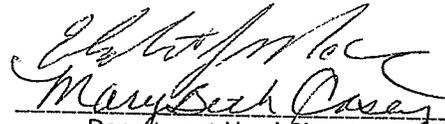
**For Overnight Travel**

- Room rate \$ Double with meals \$320.99 per person for 2 night package  
GSA \* Rate \$ 172.00 per person per day \*\* \$160.49 per person per day  
requested

- Meal costs - GSA \* per diem rate \$ \_\_\_\_\_

\* [www.gsa.gov](http://www.gsa.gov)

Date: 11-9-2016

  
\_\_\_\_\_  
Department Head Signature

Date: 12/2/15

  
\_\_\_\_\_  
Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

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Please check to request a fleet vehicle.

- REQUEST FOR USE OF FLEET VEHICLE**

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\*\*\*\*\*

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, If required.
5. Copy to County Administrator if credit card will be used.

**McLaughlin, Beth**

**From:** NYSECA <nyseca@newyorkstateelectioncommissionersassociation.ccsend.com> on behalf of NYSECA <tferrarese@monroecounty.gov>  
**Sent:** Thursday, October 29, 2015 4:32 PM  
**To:** McLaughlin, Beth  
**Subject:** NYS ECA 2016 Annual Winter Conference

Having trouble viewing this email? [Click here](#)

**ELECTION COMMISSIONERS ASSOCIATION  
OF THE STATE OF NEW YORK  
2015-2016**

October 29, 2015

**Jennie H  
Bacon**  
*President  
48 Court St.  
Canton,  
NY 13617*

**Vicky Olin**  
*First Vice-  
President*

**David  
DiPasquale**  
*Second Vice  
President*

**Nancy  
Leven**  
*Third Vice  
President*

**Thomas F  
Ferrarese**  
*Secretary-  
Treasurer  
39 Main  
Street W  
Rochester,  
NY 14614  
Phone: 585-  
753-1560  
Fax: 585-  
753-1531*

**Louis C  
Babcock**  
*Chairman*

Dear Commissioners, Deputy Commissioners, Staff Members and Vendors,

The 101st Annual Election Commissioner's Association Winter Conference will be held from Monday, January 11th thru Thursday, January 14th at the Hilton Albany, 40 Lodge Street, Albany, NY 12207, Fax: (518) 462-8192. The Election Commissioners' Association will be conducting their January conference with the active participation of the NYSBOE again this year. Find the packet attached below:

2016 ECA Winter Conference Package

All attendee reservations must be made with the hotel no later than December 14, 2015. Packages are based on a per person basis. A three-night package is \$630.08 with a Tax Exempt Certificate for single occupancy and \$470.67 for double. A two-night package is \$427.26 for single or \$320.99 for double. The completed Hotel Housing Reservation Form must be emailed directly to the hotel at [Reservations@HiltonAlbany.com](mailto:Reservations@HiltonAlbany.com) or faxed to 518-462-8192. They will accept payment of credit card, or municipal voucher/purchase order. A completed tax exempt form (ST-129 - enclosed) is required when making your reservation to get the tax exempt rate.

Everyone attending the conference must also complete the enclosed ECA Conference Registration Form and have it back to me by December 14, 2015. This helps ensure all reservations are accounted for and helps us prepare for the conference. Don't

*Executive  
Committee*

**Dustin M  
Czarny**  
Chairman  
Legislative  
Committee

forget to bring your identification pouch you received at a previous conference. If you do not have one, you must make arrangements to have it prepared before the conference.

A conference registration fee of \$30.00 will be charged for all participants attending any event or meeting (this includes guests). This can be paid at the ECA Registration Table. Individual meal tickets may be picked up at the Registration Table for those who did not purchase a package but ordered meal tickets on their Conference Registration Form.

Also included are the forms for the annual association dues. In accordance with our by-laws, Commissioners, Deputies and Staff dues must be paid on or before March 1, 2016. Membership to the Election Commissioners' Association is not limited to only Commissioners and Deputies. All staff members are welcome to join. Vendors dues need to be paid in January.

Finally we have included the 2015 Legislative Package. The Legislative Committee will be meeting after the General Election to put together the 2016 Proposed Package. Dustin Czarny has asked me to include the 2015 Agenda and request any input the members might have be directed to him. You can contact him by email at [dustinczarny@ongov.net](mailto:dustinczarny@ongov.net)

See attached forms by clicking on the above conference packet. Please check your packet to be sure you have all the following:

- A hotel housing registration form (to be emailed or faxed to the hotel by December 14, 2015)
- A conference registration form (emailed, mailed or faxed to Tom Ferrarese by December 14, 2015)
- Directions to the Hilton Albany and map
- Current Program
- Commissioner/Deputy/Staff Membership Form
- Tax Exemption Certificate - (ST-129) & Tax ID Form W9
- List of offices to be filled at the 2016 Summer Conference
- Vendors Membership Form
- Vendor's application for space at conference
- Legislative Priorities for the New York State Legislative Session 2015

My fax number is (585) 753-1531 and my office phone number is (585) 753-1560. Please let me know if you have any questions or concerns.



# Business Services Center

A Division of the Office of General Services

BSC Travel & Expense  
 1220 Washington Ave.  
 Building 5, Floor 6  
 Albany, NY 12226-1900  
 518-457-4272  
 OGSTravel.Unit@ogs.ny.gov

| TRAVEL REIMBURSEMENT ALLOWANCES<br>(effective 10/1/2014-9/30/2015)  |                           |  |         |                    |
|---|---------------------------|--|---------|--------------------|
| Location  | Method I<br>(Unreceipted) | Method II<br>(Lodging Receipted)       |         | Max. Per Diem Rate |
|   | Lodging & Meals           | Lodging                                | Meals   |                    |
| Albany County   | \$40.00                   | \$111.00                               | \$61.00 | \$172.00           |
| Broome County - Binghamton  | \$40.00                   | \$ 97.00                               | \$46.00 | \$143.00           |
| Dutchess County - Poughkeepsie  | \$35.00                   | \$105.00                               | \$66.00 | \$171.00           |
| Erie County - Buffalo   | \$40.00                   | \$108.00                               | \$56.00 | \$164.00           |
| Essex County - Lake Placid  |                           |  |         |                    |
| Essex (Oct 1-Nov 30)  | \$35.00                   | \$117.00                               | \$61.00 | \$178.00           |
| Essex (Dec 1-Feb 29)  | \$35.00                   | \$129.00                               | \$61.00 | \$190.00           |
| Essex (Mar 1-Jun 30)  | \$35.00                   | \$105.00                               | \$61.00 | \$166.00           |
| Essex (Jul 1-Aug 31)  | \$35.00                   | \$166.00                               | \$61.00 | \$227.00           |
| Essex (Sep 1-Sep 30)  | \$35.00                   | \$117.00                               | \$61.00 | \$178.00           |
| Jefferson County - Watertown  | \$35.00                   | \$ 96.00                               | \$56.00 | \$152.00           |
| Monroe County - Rochester   | \$40.00                   | \$105.00                               | \$51.00 | \$156.00           |
| Nassau Co - Floral Park/Garden City/Great Neck  | \$50.00                   | \$149.00                               | \$66.00 | \$215.00           |
| New York City - (Manhattan), Bronx, Brooklyn (Kings), Queens, Staten Island (Richmond)  |                           |  |         |                    |
| NYC (Oct 1-Dec 31)  | \$50.00                   | \$304.00                               | \$71.00 | \$375.00           |
| NYC (Jan 1-Feb 28)  | \$50.00                   | \$197.00                               | \$71.00 | \$268.00           |
| NYC (Mar 1-June 30)   | \$50.00                   | \$268.00                               | \$71.00 | \$339.00           |
| NYC (July 1-Aug 31)   | \$50.00                   | \$235.00                               | \$71.00 | \$306.00           |
| NYC (Sep 1 - Sep 30)  | \$50.00                   | \$304.00                               | \$71.00 | \$375.00           |
| Niagara Falls (Oct 1-June 30)   | \$40.00                   | \$ 83.00                               | \$51.00 | \$134.00           |
| Niagara Falls (July 1- August 31)   | \$40.00                   | \$108.00                               | \$51.00 | \$159.00           |
| Niagara Falls (Sep 1 - 30)  | \$40.00                   | \$ 83.00                               | \$51.00 | \$134.00           |
| Onondaga/Oswego Co - Syracuse   | \$40.00                   | \$ 96.00                               | \$56.00 | \$152.00           |
| Orange County - West Point  | \$35.00                   | \$106.00                               | \$51.00 | \$157.00           |
| Rensselaer County - Troy  | \$40.00                   | \$102.00                               | \$51.00 | \$153.00           |
| Rockland - Nyack, Palisades   | \$50.00                   | \$110.00                               | \$61.00 | \$171.00           |
| Saratoga/Schenectady Counties   |                           |  |         |                    |
| Saratoga/Schenectady (Oct 1-Jun 30)   | \$40.00                   | \$116.00                               | \$56.00 | \$172.00           |
| Saratoga/Schenectady (Jul 1-Aug 31)   | \$40.00                   | \$178.00                               | \$56.00 | \$234.00           |
| Saratoga/Schenectady (Sep 1-Sep 30)   | \$40.00                   | \$116.00                               | \$56.00 | \$172.00           |
| Seneca County - Waterloo, Romulus   | \$35.00                   | \$115.00                               | \$46.00 | \$161.00           |
| Suffolk Co - Long Island/Riverhead/Ronkonkoma/Melville  | \$50.00                   | \$121.00                               | \$71.00 | \$192.00           |
| Tioga County - Owego  | \$40.00                   | \$ 97.00                               | \$46.00 | \$143.00           |
| Tompkins County - Ithaca  | \$35.00                   | \$115.00                               | \$46.00 | \$161.00           |
| Ulster County - Kingston  | \$35.00                   | \$112.00                               | \$66.00 | \$178.00           |
| Warren -Glens Falls (Oct 1-June 30)   | \$35.00                   | \$ 101.00                              | \$66.00 | \$167.00           |
| Warren -Glens Falls (July 1-Aug 31)   | \$35.00                   | \$159.00                               | \$66.00 | \$275.00           |
| Warren -Glens Falls (Sep 1-Sep 30)  | \$35.00                   | \$ 101.00                              | \$66.00 | \$167.00           |
| Westchester Co - Tarrytown/White Plains/New Rochelle  | \$50.00                   | \$145.00                               | \$71.00 | \$216.00           |
| NYS Counties below:   | \$35.00                   | \$ 83.00                               | \$46.00 | \$129.00           |
| Allegany, Chemung, Clinton, Franklin, Fulton, Hamilton, Herkimer, Lewis, Montgomery, Oneida, Otsego, Putnam, Schuyler, St. Lawrence, Steuben, Sullivan, Washington, Yates |                           |  |         |                    |
| NYS Counties below:   | \$40.00                   | \$ 83.00                               | \$46.00 | \$129.00           |
| Cattaraugus, Cayuga, Chautauqua, Chenango, Columbia, Cortland, Delaware, Genesee, Greene, Livingston, Madison, Ontario, Orleans, Schoharie, Wayne, Wyoming                |                           |  |         |                    |
| Outside New York State  | \$50.00                   | varies according to Federal Allowances |         |                    |

For more detailed per diem rates, including rates outside New York State, please visit the U.S. General Services Administration (GSA) website located at [www.gsa.gov/portal](http://www.gsa.gov/portal) and click on per diem rates.